

RECEPTIONIST / INTAKE POSITION AVAILABLE

POSITION: The Legal Aid Society of Columbus, a nonprofit law firm which provides civil legal assistance to low-income people in six central Ohio counties, seeks a full-time receptionist/intake worker to assist eligible clients.

RESPONSIBILITIES: The receptionist/intake worker will assist in a wide variety of activities, including screening of applicants for eligibility and type of case, referring callers appropriately, assisting with community activities and community education, providing support services for attorneys, greeting people at the front desk, entering data in the case management system, filing documents at court, answering the switchboard, and interviewing applicants.

QUALIFICATIONS: Must demonstrate excellent communication and computer skills and possess a commitment to equal justice for the poor. Fluency in the Somali language is a plus.

PAY/BENEFITS: Pay starts at \$25,000 or more, depending on experience, plus excellent benefits package.

APPLICATION: Reply by January 31, 2018, with resume and cover letter to:

Marcia Palof
Managing Attorney, Intake
The Legal Aid Society of Columbus
1108 City Park
Columbus, Ohio 43206

or

mpalof@columbuslegalaid.org

No calls or drop ins please.

The Legal Aid Society of Columbus does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.